

CLASS X

Formats for **Transactional Writing/Directed Writing** (SECTION B)

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Spend a few moments thinking about the form in which you have been asked to write. This isn't too hard a task because - in almost all cases - fairly formal continuous prose (in other words, normal writing in paragraphs) will be required. However, there are a few conventions that certain types of writing demand which might pick you mark, and which will certainly set you off on the right track for the given task.

If asked to **write a Letter**, write your address (or a made-up address!) in the write hand corner. Leave a line, then write the date. If you begin the letter with Dear Sir, / Dear Madam, - or with any other impersonal title - end the letter with Yours faithfully. If you address someone by name at the start such as Dear Mrs Brown, or Dear Dr Reyes, then conclude with Yours sincerely.

Of course, if writing to someone you know, you could end with something a little more informal, such as *Best wishes, All my love, I Hope this finds you well, Until we meet again or Thanks again...etc.*

If you are **writing a Leaflet**, brochure or list of instructions, it might be appropriate to introduce different points with headings

or sub-headings. You could use alliteration, assonance or puns to make them strong and effective.

If you have been asked to **write an Article for a newspaper or magazine**, then a headline, heading and/or sub-headings might help to make your piece of writing more powerful. Again, alliteration and assonance might be useful here, as might personification, onomatopoeia, jokes or puns. (Never use jokes that are rude, or which only mean something to you and your friends - the poor old examiner might be offended or simply not understand what you are talking about.) Alternatively, you might just use language at its most straightforward and informative.

Newspaper reports will be formal. It should have headlines, sub headings and the name of the reporter. It is a good idea to put in views of people to make the report look authentic.

If asked to draft a **Diary**, then the date is mandatory and the diary should be in first person. Addressing as Dear Diary or Dear Kitty as in Anne Frank's diary is optional.

As far as **Speeches, Debates** and **Talks** are concerned, starting and closing are important. Address the audience, and when you end, there should be a **thank you for listening** (to you). The tone in debates will be aggressive.

Follow your instincts when it comes to form. Do what you think is right. If you write in sentences and paragraphs - write in a way that you may describe as 'normal' - then you will not lose marks because the form in which you have chosen to write is 'wrong'. You must **address the audience and purpose** in your answer.

The examiners want to see that you have used the relevant information from the passage, or as directed and that you are communicating with your readers. You can easily adopt the basic form required. Read the above and use your common sense. That is all. No need to panic.

An examiner said, '**Candidates need to learn to command the material and not to let the material command them.**' So be confident!
